

PRESS RELEASE –

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Beginning April 7<sup>th</sup>, the Rutherford County Library on Callahan Koon Road in Spindale will offer free computer training classes. These short, hour long computer sessions will focus on familiarizing users with basic computer skills. The initial round of classes will pertain to computer basics, internet usage, beginning email, and online job searching. There are no requirements to participant in the computer classes and seats will be filled first come, first serve.

The first class, computer basics, will enable users to complete various tasks involving a computer. Users will be able to identify the parts of a computer, know the difference between hardware and software, open, close, and resize windows on the computer screen, and use the mouse with confidence. The internet basics class will allow users to identify and use key browser functions, access and navigate websites, and conduct searches with Google's search engine. Email basics will teach users how to differentiate between an email address and a website address, how to compose and send a new email, how to view a received email, how to reply to a received email, and understanding the difference between the inbox, sent, and trash folders. For the email class we ask all students create a Gmail email account prior to attending the class. Library staff will be on hand during library hours to assist with email registration. Email accounts will not be created during the email class. The final computer class for this round of training is the online job searching session. Users will gain experience in uploading a resume to a website, using national, local, government, and individual company job search sites, applying for a job on a company's website, and learning how to identify job scams.

Kenneth Odom, Technology Resources Librarian for Rutherford County Libraries, said, "We are very excited about our ability to offer computer training, and are continually seeking opportunities to offer new learning experiences to our patrons." The Rutherford County Library staff plans to expand the computer training classes to the branch libraries in Henrietta and Lake Lure in the summer and provide training at other locations within the county in the fall.

Computer Training will be offered on the following schedule:

Computer Basics—April 7<sup>th</sup>, 3pm & April 9<sup>th</sup>, 10am

Internet Basics—April 14<sup>th</sup>, 3pm & April 16<sup>th</sup>, 10am

Email Basics—April 21<sup>st</sup>, 3pm & April 23<sup>rd</sup>, 10am

Job Searching Online—April 28<sup>th</sup>, 3pm & April 30<sup>th</sup>, 10am

There are 4 seats for each class. All computer training is currently only offered at the Rutherford County Library at 255 Callahan-Koon Rd. in Spindale (next to the Health Department). For more information, contact the library at 287-6115.